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UNAPPROVED MINUTES
CITY OF MILPITAS

Minutes: Regular Meeting of Bicycle Transportation Advisory
Commission
Date of Meeting: October 3, 2005
Time of Meeting: 7:00 P.M.
Place of Meeting: Milpitas Sports Center Conference Room

I. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

**II. ROLL CALL & PLEDGE
OF ALLEGIANCE**

Present: Rene Briones, Cheryl Bunnell, Bill Reisinger, Nawal Stanojevic,
Staff: Janice Nadal, Joe Oliva

Absent: Miljon Buquing, Kayci Nguyen, Fred Zeise

Quorum was established.

III. ANNOUNCEMENTS

Staff Janice Nadal announced the Planning and Neighborhood Services Department, which Transportation Planning is a division of, has a new director- Tom Williams. He has replaced Tambri Heyden.

Ms. Nadal also introduced the new Alternate # 2 to the Commission- Cheryl Bunnell. Cheryl is a long time resident of Milpitas and enjoys walking throughout the City. She is an employee of the City of Sunnyvale and her husband Steve, works for the City of Milpitas Public Works Department.

Chair Reisinger shared that he will be attending the October 19 Traffic Safe Communities Network (TSCN) full network meeting and will report back to the Commission.

Chair Reisinger mentioned you can receive the *Spinning Crank* newsletter at Sun Bike Shop in Milpitas. The *Spinning Crank* is coordinated by the Silicon Valley Bicycle Coalition updating readers on Santa Clara County bicycle news. Chair Reisinger writes Milpitas' updates.

Chair Reisinger also mentioned the Historic Bicycle Map needs to be reviewed and updated. The Milpitas Historical Society created the map.

**IV. APPROVAL OF THE
AGENDA**

MOTION to approve the August 8, 2005 agenda
M/S: Stanojevic/Briones
All Ayes

**V. APPROVAL OF THE
MINUTES**

MOTION to approve the minutes of June 13, 2005.
M/S: Stanojevic/Briones
All Ayes

VI. CITIZEN'S FORUM

There were no citizens present .

VII. TOPICS

Report on Bicycle and Pedestrian Improvements

City's Retiming and Signalization Project

Staff Jaime Rodriguez was absent from the meeting to discuss this item. However, Staff Joe Oliva, gave the Commission a brief synopsis of the project.

S. Park Victoria- Pavement Rehabilitation Project

This item was deferred until the next meeting due to the absence of Staff Jaime Rodriguez, however, Mr. Oliva stated the reconstruction of Calaveras Boulevard and S. Park Victoria will begin Spring 2006. Commission Members Stanojevic and Reisinger both mentioned the work on Jacklin Road was not done well.

Commission 2006 Work Plan

Staff Janice Nadal and Joe Oliva along with the Commission discussed the 2006 Work Plan in great detail, arranging the items by priority and cost. Ms. Nadal created a budget line item for each work plan proposed item. The budget also includes commission time and staff hours committed to each item. The annual total, should the Commission choose all, the work plan budget would be around \$10,000. The work plan will be edited based on this commission meeting and forwarded to the City Council for approval. The work plan would also detail a budget which the Commission will be requesting from the Council to allot. Transportation Planning will also review their budget in order to cost-share with the Commission budget. Should the Council feel the budget is excessive, Mr. Oliva suggests the City Council might request the Commission to decrease items in the Work Plan.

*Attached is the revised Work Plan

Report on Safety

There were no agendized items for this topic. The Commission utilizes this opportunity to ask staff questions on current safety-related topics in the City.

Commissioner Briones requested staff review the progress on McCandless and Montague Expressway. He suggests a crosswalk on the east side of McCandless to Trade Zone Boulevard (San Jose). There is also no detector of bicycles on McCandless, making it difficult to cross the roadway.

Commissioner Briones also asked if it were possible to have a pedestrian crossing at Calaveras Boulevard and Abbott Road near the Walgreen's. With new development and the Cinema Savers movie theater coming in, there should be sufficient pedestrian access.

Commissioner Bunnell asked if there were any improvements on Montague Expressway. She walks from Landess to the Great Mall and noticed there are no sidewalks for pedestrians to safely walk. Mr. Oliva stated the Montague Expressway Improvement project will widen the shoulder for bicycles and install sidewalks on both sides of Montague Expressway from Interstate 680 to

Great Mall Parkway.

Commissioner Bunnell also mentioned walking on Calaveras Road east towards Ed Levin park is dangerous for pedestrians as vehicles tend to cut into the striping when turning. Commissioner Bunnell suggested a berm to deter drivers to cut into the striping.

REPORT ON PUBLIC AWARENESS

Bike Map on the City's Website Update

Staff Janice Nadal distributed a letter from Staff Alan Rich, Geographic Information Services Manager for the City of Milpitas. Mr. Rich is requesting the Commission to review the test link and provide feedback by Friday, October 7, 2005.

Future Bicycle Education Outreach Projects

Ms. Nadal stated these items will be discussed in the 2006 Work Plan.

VIII. NEW BUSINESS

2006 Commission Meetings

Ms. Nadal stated that the Commission meets bi-monthly on the even months. The February meeting in 2006 is on a City Holiday (February 13). Ms. Nadal requests the meeting be scheduled the week before to Monday February 6, 2006.

Commissioner Briones request the Commission to research other meeting dates such as Tuesdays or Wednesdays. Ms. Nadal will review the current City meetings days and times and poll the Commission and Vice-Mayor Gomez via email, for the best meeting day.

Santa Clara County Bicycle and Pedestrian Policy on Expressways

Mr. Oliva discussed, as an update only, the Santa Clara County Roads is revising their Bicycle and Pedestrian policy from 1991. The County will change their policy to work with each individual City agency to work with the County to have individual policies versus a universal County policy.

IX. ADJOURNMENT

MOTION to adjourn at 8:23 p.m.

M/S: Stanojevic/Bunnell
All Ayes

ASSIGNMENT SHEET

Janice Nadal/ Joe Oliva
Transportation Planning

- Review the Historical Bicycle Map
- Revise the Work Plan and prepare for the City Council to approve.
- Update the Commission on the posting to the Bicycle Map on the City's website
- Review McCandless Drive/ Montague Expressway intersection for pedestrian crosswalk and bicycle loop detector

Chair Bill Reisinger

- Attend the Traffic Safe Communities Network Full Network meeting on October 19, 2005 and report back to the Commission.

BTAC Commission
members

- Review the Bicycle Map test link on the internet and provide comments to Alan Rich, Information Services.

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2006 Annual Work Plan BICYCLE TRANSPORTATION ADVISORY COMMISSION

Founded June 19, 1990, the Bicycle Transportation Advisory Commission (BTAC) advises the City Council about modification and expansion of the City of Milpitas' bikeway system. The Commission's goal is providing information that ultimately results in safe and convenient bicycle routes throughout the City while connecting routes to other cities for use by all cyclists. The Commission consists of five members and two alternates. Members are appointed to three-year terms and alternates are appointed to two-year terms.

BTAC meets bi-monthly, on the first Monday of every other month beginning in January 2005 at 7:00 pm in the City of Milpitas Sports Center Conference Room.. The meetings consist of reviewing development projects in relation to bicycle and pedestrian impacts as well as planning future programs and projects.

Proposed project work plan:

| Time Frame | Activity |
|-----------------------|--|
| Ongoing Participation | <ul style="list-style-type: none">♦ Review and comment on City development projects pertaining to bicycle and pedestrian access♦ Review and update the Bicycle Master Plan as needed♦ Review and update the Bicycle Map♦ Promote the City of Milpitas as a bike-friendly city:<ul style="list-style-type: none">○ League of American Bicyclist,○ Bicycling Magazine♦ Get sponsors to fund distribution of bike safety items, such as helmets, back lights, leg bands, etc.♦ <i>Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC)</i><ul style="list-style-type: none">○ Attend monthly meetings of VTA BPAC○ Advocate Milpitas Bicycle needs as they related to the regional bicycle issues○ Report Back to BTAC on regional bicycle activities |

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2006 Annual Work Plan BICYCLE TRANSPORTATION ADVISORY COMMISSION

| Time Frame | Activity |
|----------------|--|
| January- March | <ul style="list-style-type: none"> ♦ Election of Officers- Chair and Vice Chair ♦ Ask the City Council to declare a Bike Safety Day, which will coincide with Bike the Milpitas Trails. We can ask the members of the City Council to ride their bikes at these trails to promote them, promote bike riding and promote bike safety. This event must be heavily promoted, with the involvement of the Milpitas Post, prior and during the event. ♦ Review of Existing and Future Transportation Report Update (Jan/Feb) <ul style="list-style-type: none"> ○ Receiving a briefing on the Existing and Future Transportation Report by Transportation Planning Staff ○ Provide input on the report with a focus on the <i>Non-Motorized Transportation</i> section ○ Review and provide input on the <i>Potential Policies</i> section of the report |
| April- June | <ul style="list-style-type: none"> ♦ Bike to Work Day <ul style="list-style-type: none"> ○ Bike to Work Day Proclamation ○ Bike to School Day Proclamation ○ Host and coordinate energizer stations the morning of Bike to Work Day ♦ Annual Tour of Milpitas, using the trails and bike lanes around the city (15 miles, 5 miles) |
| July-September | <ul style="list-style-type: none"> ♦ Arts and Wine Festival host bicycle corral and distributed safety education materials and giveaways. ♦ Ask assistance from the crossing guards to remind students to properly ride their bikes and wear helmets properly. ♦ Coordinate with Milpitas police to host bicycle helmet safety assemblies. |

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2006 Annual Work Plan *BICYCLE TRANSPORTATION ADVISORY COMMISSION*

| Time Frame | Activity |
|-------------------|---|
| October- December | <ul style="list-style-type: none">♦ Create or order a child safety brochure to distribute to schools♦ Helmet Distribution coordination♦ International Walk to School Day Proclamation |

BTAC will post any public information on the City's website including (but not limited too) meeting agenda, minutes, safety information, and the City's bicycle map.

2006 Work Plan Budget and Commission/Staff Time

| Activity | BTAC Cost | Commission Member Time | Staff Time | Rating |
|---|------------------------|---------------------------------------|---------------------------------------|--------|
| Review and comment on City development projects pertaining to bicycle and pedestrian access | NC | 1 hour | Varies on project | 1 |
| Review and update Bicycle Master Plan as needed | NC | 3 hours | 15 hours | 1 |
| Review and update the Bicycle Map and Historic Map | NC | 4 hours | 15 hours | 1 |
| VTAC BPAC participation | NC | 3 hours/month for meetings | attend separate bike related meetings | 1 |
| Election of Officers | NC | 1 hour | 1 hour | 1 |
| Existing and Future Transportation Report | NC | 1 hour | 40 hours | 1 |
| Bike to Work Day | \$1,000 | 10 hours | 30 hours | 1 |
| Arts and Wine Festival Bike Corral | \$750 | 14 hours | 5 hours | 1 |
| BTAC Meeting Participation | NC | 12 hours | 30 hours | 1 |
| Promote the City of Milpitas as a bike friendly city | NC | 10 hours | 10 hours | 2 |
| Bike Safety Day | \$500-\$1,000 | 10 hours | 15 hours | 2 |
| Crossing Guard assistance | NC | 12 hours | 3 hours | 2 |
| Helmet Safety Assemblies | NC | 1 hour/assembly, 2 hours coordination | 1 hour/assembly, 5 hours coordination | 2 |
| International Walk to School Day Proclamation | NC | 1 hour | 1 hour | 2 |
| Get sponsors to fund safety items | NC | 5 hours | 5 hours | 2 |
| Annual hour of Milpitas | \$500 | 10 hours | 20 hours | 3 |
| Create/Order Child Safety Brochure | \$6,000 | 10 hours | 20 hours | 3 |
| Helmet Distribution | \$1,500 | 5 hours | 15 hours | 3 |
| ANNUAL TOTALS | \$10,250-10,750 | 105+ | 231+ | |

*Total Hours for committee may be divided by the number of members participating

| Work Plan Tiers* | Total |
|------------------|-------------|
| Tier 1 | \$1,750.00 |
| Tier 1 & 2 | \$2,750.00 |
| Tier 1, 2 & 3 | \$10,750.00 |

* Tiers represent different funding options should the entire budget not be financially feasible